



## Final Instructions

4<sup>th</sup> & 5<sup>th</sup> September 2021

### BRSCC Race Weekend at Croft

Circuit length - 2.1 miles (3.38km)

This meeting is organised by the British Racing & Sports Car Club Ltd governed by the General Competition Rules of the Motorsport UK, incorporating the provisions of the International Sporting Code of the FIA, additional Supplementary Regulations and any written instructions the organisers issue for the event.

**Race Secretary email: [antoine@brscc.co.uk](mailto:antoine@brscc.co.uk)**

#### 1 Permits

This event will be held under the following Motorsport UK Permit number:

**Interclub 120323 Interclub Endurance 120324**

This event is **NCAFP** permitted

#### 2 Officials

<b>Motorsport UK Steward</b>	Keith King
<b>Club Stewards</b>	Paul Belcher, Tony Curran
<b>Senior Clerk of the Course</b>	Ray Sumner
<b>Clerks of the Course</b>	Paul Levitt, Rob Briggs, Ken Tyrer, Graham Lindley
<b>Permanent Clerk of the Course</b>	Julian Floyd (Fun Cup)
<b>Probationary Clerks of the Course</b>	Carole Watts, Darren Holmes
<b>Secretary of the Meeting</b>	Cheryl Aspin, Antoine Maratray
<b>Chief Scrutineer</b>	Tony Harman
<b>Chief Medical Officer</b>	Dr Sarah Robertshaw
<b>Chief Timekeeper</b>	Eric Cowcill
<b>Chief Marshal</b>	Bill Sudlow
<b>BRSCC Safeguarding Officers</b>	Esther Crook

#### 3 Passes

Tickets will be paper tickets and will be collected directly from the circuit. If you are testing on Friday, you will be able to collect them from your co-ordinator. If not, you will be able to pick up your tickets from the circuit entrance.

#### 4 Venue Access

Access to the paddock will be from 17:30 on Wednesday 1st September, no earlier access will be granted. The Paddock Gate will close to race vehicle transporters at 22:30 and re-open at 07:00 on each day.

#### 5 Health & Safety

At all times whilst in the confines of the venue competitors should comply with the Circuit and Club Guidance Notes printed further on in this document.

#### 6 Pit & Paddock Areas

The garages have been allocated to the **Fun Cup Endurance Championship (Garage 1 allocated to Caterham Track Support)**. Please see the paddock plan in Section 25 to locate your parking area. Any competitor/team who has stationed themselves in the incorrect place in the paddock and has refused to move when asked by a BRSCC or circuit official, may be reported to the Clerk of the Course.

**Please park all private cars outside of the paddock area. This will assist in making the paddock a more spacious and pleasant working area for all competitors.**

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### Caterham Championships:

In the Assembly Area or Pitlane, a maximum of two technicians per competitor may be involved in work on the competitor's car (for example, to change wheels or anti-roll bars). To prevent this rule being circumnavigated, the Assembly Area may be closed early. Timing will be notified by the coordinators. Drivers not in Assembly at the point of closure will not be able to take part in the session. This regulation is governed by H26.1.9(d)..

#### 6.1 Engine/Noise Pollution

Engines must not be run before **09:00hrs on Saturday**. Circuit Security Contractors and the paddock parking team are empowered by the organisers to strictly enforce this regulation. Any team member found in contravention of this regulation shall at the sole discretion of the circuit owner be removed from the venue and prevented from taking any further part in the event.

#### 6.2 Paddock

- (a) Waste oil should be removed from the venue or disposed of in the waste oil containers where provided.
- (b) **All domestic rubbish must be placed in the bins provided and any scrap vehicle parts including tyres must be removed from the venue. Any cost incurred by the Club for removal of said items from the paddock, will be charged to offending teams/competitors.**
- (c) Under no circumstances must any paddock surface be broken in any way, i.e. tent pegs/stakes, etc. this includes damage caused by trailers. Fuel, oil or chemical substances must not be deposited onto any tarmac surface.
- (d) Hospitality is not permitted in the paddock/pit area without the express permission of the circuit owners. The only exception to this is hospitality for competitors and official team personnel.
- (e) Competitors must vacate the paddocks by **21:00 on Sunday**.
- (f) No electrical cables may be run from the pit garages to other vehicles unless protected by a proprietary protective covering.

#### 6.3 Pit Lane

- (a) The outer lane or lanes are to be kept unobstructed to allow safe passage of cars at all times. The onus shall be on all drivers to take due care and drive at minimum speeds in the Pit Lane. Occupants of the pit garages are reminded that during any other qualifying session or race, their race cars must be totally inside the pit garage and all ancillary equipment cleared to the inside of the garage.
- (b) Please observe the pit lane speed limit which is 60kph (Fun Cup 40kph).
- (c) The Stop/Go penalty box is located in the pit lane directly outside of Race Control.
- (d) Refuelling in the pit lane is not permitted unless allowed for in the Championship/Series Regulations.
- (e) Children under the age of 16 years are not permitted in the pit lane area.
- (f) Only two personnel per car are allowed on the pit wall during any track session.
- (h) Smoking is not permitted in the pit lane.

#### 6.4 Support Vehicles

The use of vehicles is not permitted unless towing a trailer for the purpose of transporting ancillary motor race equipment in the pit & paddock area. No competitor may use a support vehicle in the pit road at any time unless authorised by a race official. Any misuse of "support vehicles" will be brought to the attention of the Senior Officials and appropriate action may be taken.

#### 6.5 Tail Lifts

Where vehicles with tail lifts are being used at the venue, the operator must ensure that the tail lift is never left down, including in the halfway position, other than when loading/unloading is being undertaken.

## 7 Signing On For Competitors

- 7.1 Competitors will not sign-on at the meeting having previously completed the self-declaration form, however, competitors must bring all the appropriate documentation as spot checks will be made during the race meeting.
- 7.2 Drivers are reminded that licences and medicals must be valid, bearing a recent photograph and be signed by the driver.  
  
Upgrade cards will not be signed at the event, competitors wishing to upgrade their licence should contact Motorsport UK directly and provide documentation proving their finishing position.
- 7.3 It is the responsibility of the driver to bring all the appropriate documentation at the event.

## 8 Scrutineering

Please Ensure that you have completed the self-declaration scrutineering form using the link provided in the sign-on section.  
Visual scrutineering will be conducted before noise testing. Further checks will be made during the event at the Chief Scrutineer's discretion. It is the competitor's responsibility to bring all the appropriate documents to the event.

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Noise testing will take place in the Assembly area before Qualifying.

### 9 Eligibility

In addition to the series Eligibility Scrutineers, eligibility may be checked by a member of the Motorsport UK Technical Commission, as listed in the Motorsport UK Officials' Yearbook Appendix 5(d).

### 10 Drivers' Briefings

Drivers briefings will be done by pre-recorded videos, or by written briefing notes. There will be in-person briefing for the following championships at the times advised below:

#### Saturday 4<sup>th</sup> September:

Caterham Seven 310R Championship – 08:30 (Caterham Race Centre)

Caterham Seven 270R Championship – 08:45 (Caterham Race Centre)

Caterham Roadsport Championship – 09:00 (Caterham Race Centre)

Fun Cup Endurance Championship – 09:00 (Fun Cup Race Centre)

#### Sunday 5<sup>th</sup> September

Nankang Tyre BRSCC CityCar Cup – 10:30 in Race Admin (Ground Floor)

Caterham Academy White Group – 11:30 (Caterham Race Centre)

Caterham Academy Green Group – 11:45 (Caterham Race Centre)

### 11 Circuit Access

Access to the circuit will be via the Assembly Area for both qualifying and races. For races, cars will be released from the Assembly Area in grid formation. Competitors are asked to follow the instructions of the officials.

### 12 Qualifying / Grids

Qualifying will take place as per the timetable. It is the driver's responsibility to be ready at least 20 minutes before their timetabled session. Drivers should go to the assembly area 20 minutes before published time and then, when directed by the course marshal, they should proceed onto circuit.

Grids will be formed as per Championship/Series Regulations and according to the terms of the Circuit Licence.

### 13 Race Start Procedure/Safety Car

All start procedures will be in accordance with the championship/series regulations. It is the competitor's responsibility to ensure that they are ready in good time. Under ideal conditions, the racing programme may be brought forward. Grids will be formed as per championship /series regulations and the terms of the circuit licence.

Where races are for a set time duration, the chequered flag will be shown to the race leader the first time they pass the Finish Line after the time has elapsed.

#### 13.1 Race Start

All Caterham and CityCar Cup races will have a Standing Start. All cars will be lined up in grid order in the Assembly Area. The lap of the circuit from the Assembly Area to the grid will constitute the Green Flag Lap. Once the Green Flag lap is completed and all cars are on the grid the 5 Second Board will be displayed. The red lights will then be switched on. Between 2 and 7 seconds, the red lights will be switched off, signalling the start of the race.

Fun Cup Endurance will use a rolling start.

Competitors are reminded that the green flag lap must be completed as quickly as possible without any undue delay. Should the completion of the green flag lap be in excess of 4 minutes, then at the discretion of the Clerk of the Course any time in excess of the 4 minutes may be deducted from the race duration.

#### 13.2 Safety Car Intervention

The Clerk of the Course will have the facility for the use of the safety car in accordance with the Championship / Series regulations. It is the driver's responsibility to make sure they are fully aware of these regulations. The Safety Car will join the circuit from the pit lane exit and will exit the circuit via the pit lane entrance.

#### 13.3 Green Flag

Should there be a change in weather conditions which would necessitate an additional green flag/pace lap, then at the discretion of the Clerk of the Course, the race duration will commence at the start of the second green flag/pace lap

**In the event of circuit light failure for either start type the Union /National flag will be used to start all races.**

## 14 End of Track Session Procedure

- 14.1 At the end of each track session be it qualifying or the actual race, all vehicles must slow down after taking the chequered flag and leave the circuit via the Pit Lane Entrance.
- 14.2 At the end of your race, presentations will be carried out in accordance with championship/series regulations if time permits. Please follow instructions of race marshals etc. In the case where the presentation does not take place immediately after the race, competitors should report to the Paddock/Race Secretary's office.

## 15 Judicial

Breaches of driving standards will be firmly dealt with. If the Clerk of the Course wishes to view evidence from the TV production company, any competitor's personal in-car camera, and/or data logging evidence in order to assist with his enquiry into a breach of driving standards he may order that the results remain provisional and he may take judicial action at a later date. However, the use of video evidence and/or data logging evidence is at the sole discretion of the Clerk of the Course.

**Protests and appeals must also be submitted electronically and emailed to the secretary of the meeting. The protests and appeal form is available on Motorsport UK's website (<https://www.motorsportuk.org/resource-centre/document-library/>) or on the BRSCC Event page (<https://brsc.co.uk/events/caterham-race-weekend-croft-sept-2021/>) Fees related to protests and appeals must be paid to Motorsport UK by calling 01753 765 000.**

## 16 Stop & Go Drive Through Penalties

The Clerk of the Course reserves the right to impose a 'Stop/Go Penalty / Drive Through penalty' in accordance with Motorsport UK Regulation [Q 12.26].

## 17 Track Regulation

We draw your attention to a new Motorsport UK Regulation, Q12.21.4, which states "Causing a collision, repetition of serious mistakes or the appearance of a lack of control over the car (such as leaving the track) will be reported to the Clerk of the Course and may entail the imposition of penalties up to and including the disqualification of any driver concerned.

## 18 Judges

Judges may be appointed as per Motorsport UK Regulation [Q 3 & 4].

## 19 Race Day Information

**All practice times, grid sheets, provisional results and official bulletins, etc. will be posted on the TSL event page and BRSCC virtual Notice Board.**

TSL: <https://www.tsl-timing.com/event/213531>

BRSCC Virtual Notice Board: <https://brsc.co.uk/events/caterham-race-weekend-croft-sept-2021/>

## 20 Social Media

Please take time to read the Motorsport UK's guidelines on Social Media which can be found at

<https://www.motorsportuk.org/wp-content/uploads/2019/08/Motorsport-UK-Social-Media-Policy-and-Guidance.pdf>

Please refrain from making comments about fellow competitors and officials that could be interpreted as bringing your championship, the hosting circuit, the BRSCC and individual drivers and officials into disrepute.

## 21 Video Equipment

a) Video equipment must not be fitted to any vehicle without express permission from the circuit if it is to be used for commercial purposes. Any driver/team transgressing this regulation maybe subject to a fine of £1,000 and exclusion from the event.

b) Once permission has been obtained video equipment must be fitted to the vehicle prior to scrutiny and the scrutineer must be advised.

## 22 Testing

For further details and to book please contact the Circuit direct via <http://www.croftcircuit.co.uk/track-and-test#tab-testdays> or call 01325 721815.

## 23 Special Circuit Notes

### 23.1 Paddock

The roadways within the Paddock Area and the Fire Lane immediately behind the Pit garages must be kept clear of all vehicles at all times. It is prohibited to park vehicles so that they are backed up against the Pit Garage doors.

### 23.2 Track Limits

Competitors should be aware that specific guidance has now been issued by the Motorsport UK regarding the penalties to be applied for drivers breaching track limits. These are as follows:

- 2<sup>nd</sup> offence - warning flag
- 3<sup>rd</sup> offence - 5 second penalty
- 4<sup>th</sup> offence – 10 second penalty
- 5<sup>th</sup> offence - drive through penalty
- 6<sup>th</sup> offence – disqualification

Track limits infringements during qualifying may result in the competitors times being disallowed.

In accordance with Motorsport UK regulations Q12.21, track limits will be monitored as noted below:

Drivers must use the track at all times and may not leave the track without a justifiable reason. For the avoidance of doubt: (a) The white lines defining the track edges are considered to be part of the track. (b) A driver will be judged to have left the track if any wheel of the car goes completely beyond either the outer edge of any kerb or the white line where there is no kerb. Penalties for transgressions will be in accordance with Q12.22, as noted below: Q12.22 Breaches of 12.21.2 may be penalised using the following: (a) In qualifying if the lap on which the breach occurred is faster than any previous lap then that lap time should be disqualified. Note should be made on the result sheet of any times disqualified. (b) During races the following scale of penalties should be applied: 1st breach – no penalty 2nd breach - warning flag 3rd breach – 5 second penalty added to race time 4th breach – 10 second penalty added to race time 5th breach – drive through penalty (12.26.(h)) 6th breach – black flag Where applicable, lap times during practice will be removed in accordance with Q12.27 as below: Q12.27 The Clerk of the Course and/or the Stewards of the Meeting may disallow a lap time/times for contravention of the Regulations during qualifying.

### 23.3 Illegal Driving

All competitors are reminded that they are liable to disqualification from the meeting if any person associated with their team who is below the age at which a driving licence may be issued, is seen riding or driving a motor vehicle of any type within the paddock, or any other part of the grounds. Competition vehicles must not be used to transport personnel unless the passenger/s are within the framework of the vehicle.

### 23.4 Pit Signalling Wall

This must be kept clear of all team personnel at the start of each race until all cars have entered Clervaux (Turn 1) on the first lap.

### 23.5 Start/Finish Straight

Drivers' who deliberately take to the grass verges between the starting grid and Clervaux in order to gain an advantage, may be penalised.

### 23.6 Recovery from the Circuit

The club/circuit owners/providers of recovery services cannot be held liable for any damage that is caused in the course of removal of any vehicle from the circuit.

### 23.7 Fuel

Fuel including Super Unleaded is available from Toll Bar Garage which is situated on the main Darlington Northallerton Road approx 3 miles towards Northallerton.

### 23.8 Catering

Croft Circuit has an on-site Café serving hot and cold drinks, snacks and lunches.

### 23.9 Security

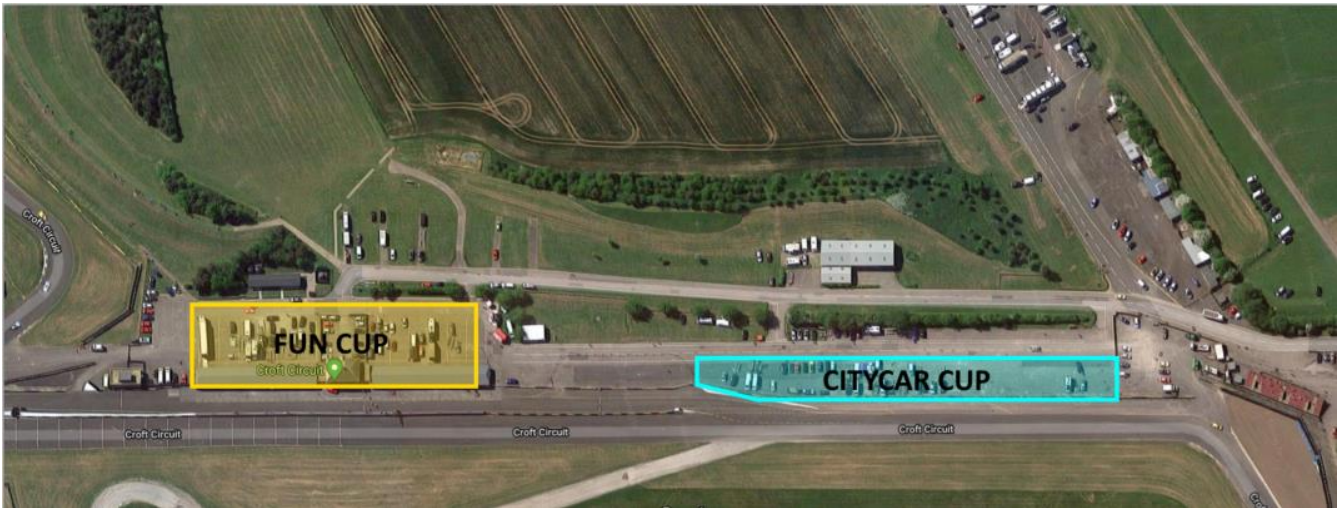
Please ensure you lock all valuables away when leaving you pit/paddock area to prevent thefts of wallets/keys/laptops etc.

24 Circuit Map

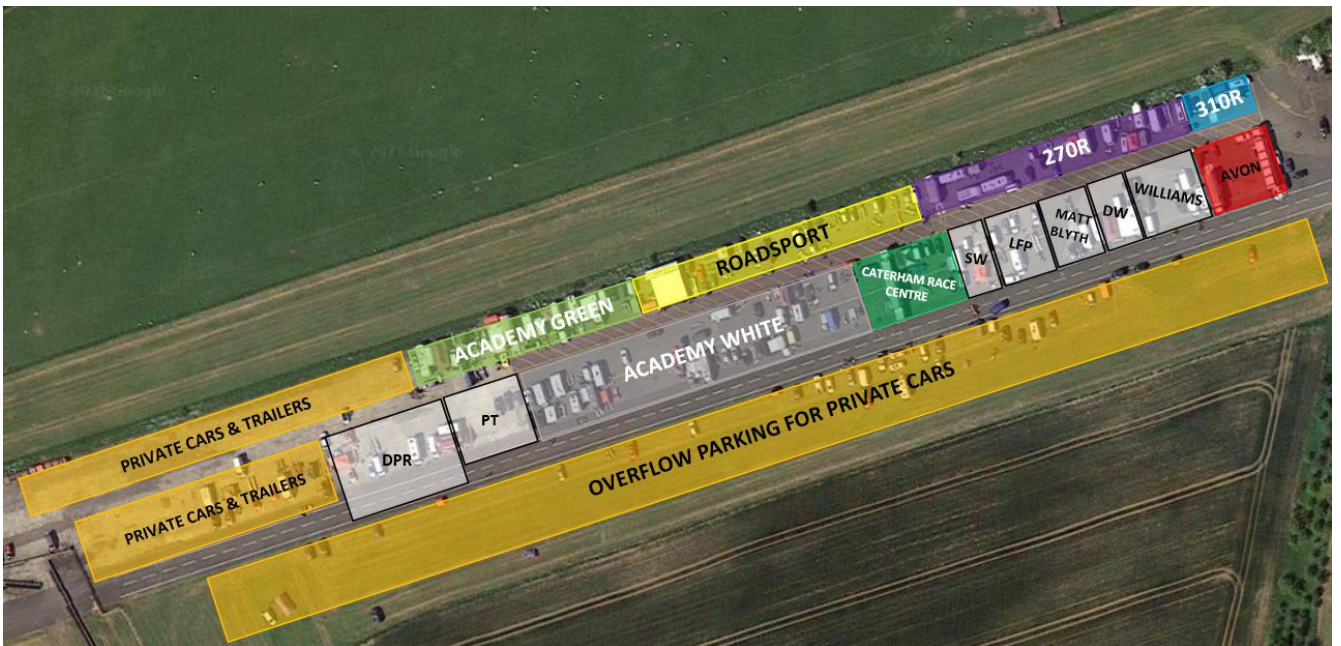


# BRSCC AT CROFT – 4-5 SEPTEMBER

## Paddock A & Garages



## Paddock C – “Airstrip”



# SATURDAY GARAGE PLAN

CROFT GARAGE PLAN		
	1	BRSCC/CATERHAM
	2	Fun Cup
	3	Fun Cup
	4	Fun Cup
	5	Fun Cup
	6	Fun Cup
	7	Fun Cup
	8	Fun Cup
<b>PADDOCK</b>		RACE CONTROL
	9	Fun Cup
	10	Fun Cup
	11	Fun Cup
	12	Fun Cup
	13	Fun Cup
	14	Fun Cup
	15	Fun Cup
	16	Fun Cup
	17	Fun Cup
	18	Fun Cup
	19	Fun Cup
20	Fun Cup	

**PIT LANE**

**CIRCUIT "↑"**

## 26 Circuit & Club Safety Guidance Notes

It is the sole responsibility of the Entrant/Competitor to ensure that all of the below safety requirements are enforced. The Entrant/Competitor acknowledges that the below list is not an exhaustive list and that it is their responsibility to enforce the below items and any other such safety measures they deem appropriate.

Please can you ensure that you adhere to the following:

- Please be aware of other teams, participants, contractors, pedestrians and circuit staff in the paddock, garages and pit lane. You are responsible for your own safety and that of other users of these areas who may be affected by your operation.
- It is your responsibility to risk assess your operation and take the appropriate action to remove or minimise any hazards.
- If you are reversing HGVs or other vehicles with restricted viewing then please have a banksman to help you reverse, and ensure that they are wearing hi-vis clothing.
- Please do not leave any cables or hoses across walkways. Use the cable ducts provided, or cable matting.
- Please make yourself familiar with the garage, paddock and pit rules.



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- If you have any issues of concern or see any hazards please report them to race control.

### 1 Storage and Use of Petroleum Spirit

- All petroleum spirit must be stored in metal containers complying with the relevant European Standard, away from any source of ignition.
- All containers must be indelibly marked “Petroleum Spirit - Highly Flammable.”
- All empty containers must be removed from the Venue after the Event.
- Petrol is to be used as a fuel only, and not for any other purpose.
- All vehicle refuelling is to take place in the open air. The person in charge of the refuelling process must enforce a no smoking ban.
- Your attention is drawn to the Petroleum (Consolidation) Act 1928, and the Petroleum Spirit (Motor Vehicles) Regulations 1929.
- Fuel including Super Unleaded is available from Toll Bar Garage which is situated on the main Darlington Northallerton Road approx 3 miles towards Northallerton.

### 2 Hazardous Substances

- Some vehicle parts, for example brake and clutch linings contain asbestos. Entrants are encouraged to use non-asbestos substitutes wherever possible. Where asbestos is used, every effort should be used to prevent asbestos dust getting into the air.
- Some mineral oils may cause skin cancer. Prolonged contact should therefore be avoided wherever possible. Where contact does occur any contamination should be washed off immediately. The wearing of contaminated clothing (including overalls) should also be avoided.
- Various other substances may cause disease or ill health even after very short exposures e.g. degreasers. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request. Where hazardous substances are brought on site a Material Safety Data Sheet (MSDS) must be available upon request.
- Where any person is at work, the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, must be complied with.
- The Championship Regulations must always be complied with when selecting vehicle parts.

### 3 Electrical Safety

- All electrical equipment must be maintained in a safe condition.
- Extension leads cables should be flexible and not of semi rigid cable of the type used for household wiring. Neoprene covered cable will resist damage by oil.
- All electrical equipment to be used externally should be weatherproof.
- Hand tools should preferably be of the “double insulated” or “all insulated” type, as these provide valuable protection against electric shock.
- Electrical equipment and hand tools should not be used in areas where flammable vapours may be present, for example where fuel is being stored or refuelling is taking place.
- Where any person is at work the requirements of the Electricity at Work Regulations 1989 must be complied with.
- Only diesel generators are permitted on site NOT petrol.
- Cables must not cross any walkways if at all possible. If they do cross walkways they must be properly secured so as not to present a trip hazard

### 4 Fire Precautions

- Smoking is prohibited in all pit garages and in the pit lane.
- All potential sources of ignition should be kept away from petroleum spirit and vapours.
- The lighting of barbecues is prohibited in the paddock and pits area.
- All teams should carry a suitable fire extinguisher in accordance with the relevant Governing Body’s regulations.
- Fire extinguishers should not be removed from fire points unless they are to be used on a fire.
- All fires must be reported immediately to an official or member of the Venue management.
- Teams are encouraged to train their members in the correct use of fire extinguishers.
- All fire notices and orders to evacuate must be complied with.

### 5 Compressed Gas Equipment

- Air blasts from the over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers' recommendations.
- All airlines should be in good condition and be inspected regularly.
- Always stand clear when inflating tyres.
- Any form of horseplay involving compressed air or gas is prohibited.
- Compressed gas cylinders should be stored in accordance with the relevant working practices.

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- vi) Where any person is at work the requirements of the Pressure Systems and Transportable Gas Containers Regulations 2000, must be complied with.

### 6 Jacks and Axle Stands

- i) Vehicles should only be raised on jacks which are in good condition, and rated to lift the vehicle weight safely.
- ii) Jack vehicles only on level undamaged floors.
- iii) Use the hand brake and /or chocks to stop the vehicle moving.
- iv) Jacks should only be used for lifting the vehicle. Axle stands should always be used to support the vehicle weight.
- v) Vehicle engines should not be run whilst the weight of the vehicle is supported by axle stands

### 7 General Working Practices

- i) All working areas should be kept clean and tidy, and any waste should be removed regularly and placed in the containers provided.
- ii) All spillages should be cleaned up immediately.
- iii) All trailing wires and hoses should not be allowed to create a trip hazard.
- iv) Whenever vehicle engines are being run, adequate ventilation must be ensured.
- v) All safety notices must be complied with.
- vi) Any person carrying out any work must ensure that they adopt safe working practises at all times, and comply with any relevant statutory provision and/or published guidance.
- vii) Persons under the age of 16 are not allowed in the pits area or pit lane.

### 8 Noise

- i) Exposure to excessive noise may result in hearing loss or other complaints. These may be short term, or, after repeated exposure, permanent.
- ii) All persons should avoid being exposed to excessive noise, and where this is unavoidable, they should wear earplugs or defenders to the appropriate British Standards.
- iii) Where any person is at work the requirements of the Noise at Work Regulations 1989, must be complied with.

### 9 Manual Handling of Loads

- i) Lifting, carrying and propelling loads by bodily force is a major cause of injuries. All teams are encouraged to train their members in safe manual handling techniques.
- ii) Where any person is at work the requirements of the Manual Handling of Loads Regulations 1992 must be complied with.

### 10 Waste

- i) All waste oil must be placed in the containers marked “waste oil.” **Nothing other than waste oil only must be put in to these containers.**
- ii) Waste tyres and empty petrol/oil containers should not be left at the Venue.
- iii) Teams and competitors are urged to take any other form of waste with them when they leave the Venue, or to place it in the refuse containers provided.
- iv) Your attention is drawn to the requirements of the Environmental Protection Act 1990,

### 11 Vehicle Safety

- i) A 10 mph speed limit is in force in all areas of the Venue APART FROM THE PADDOCK WHERE IT IS 5MPH. This applies to all vehicles, including moped and motorcycles, with the exception of emergency vehicles attending an incident. Failure to adhere to this speed limit may result in the offending vehicle/driver being removed from the Venue.
- ii) Other than speed restrictions, the normal rules of the road apply whilst on site. Vehicles should not be used for purposes other than their design and the number of passengers should not exceed the design limit.
- iii) Persons riding mopeds and motorcycles up to a capacity of 125cc must have a current UK provisional driving license or its international equivalent.
- iv) Persons riding motorcycles with a capacity of greater than 125cc must have a current full UK motorcycle license or its international equivalent.
- v) Any motorcycle, moped, scooter or other such bike/trike/quad must be ridden with all due care, the rider must have an appropriate safety helmet, and the vehicle must be road-legal, taxed and insured.
- vi) All vehicles must at all times keep to the marked roads when moving around the Venue.
- vii) Mini Motos are not allowed at the venue
- viii) Quads can only be driven by persons who hold a valid full UK licence (or international equivalent). Unless the quad has been adapted then no more than one person should ride on it. Helmets should be worn at all times.
- ix) No persons should ride on any trailer at any time.
- x) Persons under 16 years of age are not allowed at any time to drive a motorised vehicle.

### 12 First Aid

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- i) Any person sustaining an injury or feeling unwell should seek treatment from the onsite emergency services or the Medical Centre.
- ii) To call the first aid or emergency services contact any official or member of the venue management.

### **13 Public Safety**

- i) Competitors and entrants should be aware that the Paddock may be open to the public and should act in a manner so as not to put either themselves or any other person at risk from injury
- ii) Competitors and entrants should exercise particular caution when the paddock is busy, and during pits and circuit walkabouts.

### **14 Incident Reporting**

All accidents where any person sustains injury, or could have potentially sustained an injury i.e. a 'Near Miss' or where damage to property occurs must be reported immediately to an official or a member of the venue management. Any serious incidents – including those on track – must be reported to the circuit.

### **15 Governing Body Regulations**

Competitors and entrants are reminded of their obligations to comply with the requirements of the appropriate Governing Body's regulations at all times and these Guidance Notes should be read in conjunction with all other relevant regulations.

### **16 Work at Height**

**All work at height must be carried out in accordance with The Work at Height Regulations 2005.**

The Regulations require employers to ensure that:

- all work at height is properly planned and organised;
- A risk assessment is carried out to decide whether precautions are needed and in what form.
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled.
- equipment for work at height is properly inspected and maintained.

### **17 Marquee Erection**

Marquees or other temporary structures used to accommodate people will have the following hazards associated with their construction:

- Underground services – cable strike potential
- FLT movement
- Collapse of structure
- Injury from or by neighbouring contractors
- Accidents to members of the public
- Fire

Work must be planned accordingly in order to reduce such risks. Work will not be permitted until the contractor is instructed on the location (or absence) of services in the designated area.

Contractors must ensure that members of the public and other non-essential personnel are not allowed access to the work area.

Please note that Contractors should not attempt to drill or stake any concrete or tarmac surface without the express written confirmation from the circuit. Failure to do so will render the Contractor liable to the full cost of repair to these surfaces and any resulting damages incurred.

### **18 Site Entry/Parking**

No private motor vehicle shall be brought onto the Company's premises unless it is necessary for the conveyance of materials to the work site. A temporary pass must be obtained from Security on each occasion that this is necessary. This must be displayed in the vehicle windscreen at all times.

Contractor's vehicles must be properly roadworthy, insured, carry appropriate documentation, and be driven by competent persons.

Unless otherwise authorised to stay on site, cars and vans must be returned to the outside car parks after delivery of equipment. If permitted to remain on site, vehicles must only be parked in positions approved by Security. Under no circumstances are contractors private vehicles allowed on to the circuit.

### **19 Garage Rules**

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- i) Overnight
  - Space heaters must not be left unattended, and must be switched off when not in use.
  - All electrical equipment must be unplugged when not in use.
- ii) Waste Disposal
  - Please use the drums provided for the disposal of any oil.
  - DO NOT use the drains.
  - DO NOT put anything other than waste oil in the drums.
  - Tyre disposal is that of the owner not the venue owner. Please remove from site.
- iii) Assistance
  - Please note that the garage floor is potentially slippery when wet
  - Please use the signs available

### **20 Dos & Don'ts**

- i) Dos
  - Beware of and give way to pedestrians.
  - Park in the allocated bays.
  - Remove your rubbish to the designated storage area.
  - Store any fuel safely.
  - Dispose of any waste oil in the drums provided.
  - If camping overnight keep to the designated areas.
  - Keep tail lifts either fully down or fully up.
  - Leave the area as you would like to find it.
  - Supervise your children at all time.
- ii) Don'ts
  - Use the runway, adjacent car parks or other roads inside the circuit as practice areas.
  - Ride a scooter/moped if you don't have a licence.
  - Leave any tyres. Take them away with you.
  - Travel on the back of a trailer.
  - Ride more than 2 up on a scooter or a quad.
  - Drive on the grassed areas around the circuit.
  - Trail cables and/or hoses across walkways.
  - Block bins or they will not be emptied
  - Put stickers on doors.